



NEW CLIENT REGISTRATION

Class Style/Division: _____ Class Day: _____ Start Date: _____

_____	_____
_____	_____
_____	_____
_____	_____

PARENT INFORMATION

First name: _____ Last name: _____

Birthday: _____ Gender: _____

Phone: _____ Email: _____

Address: _____

STUDENT INFORMATION

First name: _____

Last name: _____

Phone: _____

Gender: _____

Birthday: _____

EMERGENCY CONTACT INFORMATION

(Different then parent information)

Name: _____

Relationship to Student: _____

Phone: _____

Email: _____

PAYMENT AGREEMENT

I understand that *Lisa Renee's Dance and Enrichment Studios (The Studios)* uses an Autopay system. I understand that my account balance will be pro-rated from the day that I/my child starts classes. I understand that *The Studios* will keep my card on file and my account will be automatically deducted the agreed upon amount on the first of every month. I understand that if for any reason I wish to cancel my payment contract, I must inform *The Studios* before the first of the following month and I will not be deducted for the following month. I understand that if I fail to inform *The Studios* of a contract cancellation before the first of the following month, then I will be deducted the originally agreed upon amount for that month. I HAVE READ THIS DOCUMENT AND UNDERSTAND IT.

Name of Participant (Please Print)

Name of Parent/Legal guardian (Please Print)

Signature of Participant (18 years or older) or Parent/Legal guardian

Date Signed

Terms and Conditions

By purchasing this dance package and any future packages, I agree to the following terms:

Credit Card/Bank Account Agreement

By registering and paying for Lisa Renee's Dance and Enrichment Studios classes, events, services or products (the "Services") I hereby authorize Lisa Renee's Dance Studios, LLC (the "Studios") to charge my credit card or bank account in advance for all applicable fees incurred by me in connection with my chosen Services and registration. I understand and agree that it is my responsibility to notify the Studios of any changes to my credit card or bank account or if my credit card has expired, otherwise my access to the Services may be discontinued or interrupted. All fees shall be paid in U.S. dollars.

Non-Sufficient Funds

There will be an additional 10% fee charged for any returned checks or for non-sufficient funds when transactions are withdrawn.

Communication Agreement

I agree to make communication between myself and the Instructors of the Studios as open as possible by providing an e-mail address I know to be current and accessible. Furthermore, I agree to check that e-mail frequently so that I may see any updates from my (or my child's) Instructor or the Director.

Commitment Agreement

Both I and my child acknowledge our commitment to participate in the performances and are prepared to make preparations that extend through the *year end showcase* in May. We understand this includes being committed for the entire semester and attending class each week. Furthermore, we commit to attend all necessary dress rehearsals and performances. Dancers commit to arriving on time and with a positive attitude, ready to participate.

Property Agreement

All class choreography, equipment, props, and other materials are the sole property of the Studios. These items are not to be used for personal purposes outside of class unless written permission has been received from Lisa Renee Wissing and the Studios.

Policy Agreement

I, the undersigned (parent/guardian or participant) agree that I have read the Studios' policies and understand and accept their content. **The policies are attached to these terms and conditions.** **NOTE: All Policies are also available for review online on the *Members Updates* page on our website and in the *Student Handbook* which will be sent electronically to each student upon approval of registration. The Studios may update the policies from time to time. Updated and/or new policies will be posted on the Members Update website page.

I agree to all the conditions mentioned in the Policies.

NAME _____

SIGNATURE _____

DATE _____

STUDIO POLICIES

Registration

- A Registration Form, Payment agreement, Release of Liability and Medical Emergency Policy must be completed for every student before enrolling in any lessons or participating in any drop-in classes.
- Please timely supply updates to your client account when requested by the Studios.
- ALL class placements are solely at the discretion of the Instructor and/or Studio Director.

Purchase Policy

Tuition is paid in monthly installments based on the number of classes taken weekly for the academic year.

- The year runs from the second Monday of January through the first week of June.
- Payments are due by the 1st of the month for the months of January–May.
- Class tuition is paid through automatic withdrawal from your bank account around the 1st of every month. Insufficient funds will result in a penalty of 10% of the total bill for that month. Families may pay for a semester or full year of dance IN FULL if automatic withdrawal is not an acceptable form of payment.
- The Account Holder is responsible for making tuition payments on time to avoid late fees & penalties
- SUMMER is separate: June–August.
- Registration is in-house.
- If you are having computer issues with your account or other concerns, please contact us at info@LisaReneesDanceStudios.com or (330) 562-1400.

Return and Refund Policy/Tuition Refund Policy

All class changes must be made within the first month of student's registration of each semester and must be submitted to the Front Desk on a class change form. There are no refunds, credits or transference of tuition payments to another semester.

- 100% refund will be given only with written withdrawal and must be received one week prior to start of the semester. E.g., if the semester begins July 9th written withdrawal must be received on or before July 2nd.
- Students who miss classes or withdraw before the end of a semester will not receive a refund, except in the case of a serious illness or injury that is documented by a physician, or if a student is moving out of town.
- All documentation must be received within 30 days of the injury or the refund will not be processed.
- The refund/credit will be issued for the remainder of classes paid for in the semester.
- No financial adjustments will be given for missed classes.

- Classes will not be rescheduled due to inclement weather.
- Students may make-up a cancelled class in another class of the same level or style. For additional recommendations ask your instructor or call the front desk at 330-562-1400.
- Classes must have a minimum of five students. If a class is cancelled, automatic payment will also be stopped starting the first week of the following month unless the student registers for a different class.

Missed Classes Policy

- When registering, please consider your class choice (including day and time) wisely. We ask that students miss no more than 5 classes per semester and attend no more than 5 make-up classes per semester. Regular attendance in the class for which a student is registered helps build the student's self-esteem and confidence.
- Make-up classes are the student's responsibility. Make-ups must happen in the semester they are missed. Please plan ahead for vacations and other activities.
- Students/Parents need to call the studio at (330) 562-1400 to let their teacher know if they are going to miss class. You may take a make-up class at your class level or lower. Any other options must be discussed with the instructor. This is to ensure your training progresses.
- Please check our calendar on the website or on the studio bulletin board regarding holiday observances.
- Students are invited to take make-up classes throughout the semester to cover any class cancellations due to holiday observances.

Class Cancellation Policy

- In case of inclement weather, please tune in to our Facebook page, or call the Studio line at (330) 562-1400. Whenever possible, timely notices will also be sent to the email address provided to the Studios with the student's registration.
- Evening classes will be determined by road conditions and weather reports. Please call the Studio line, check the studio Facebook page, and check your provided email for updates.
- As always, we ask that parents and students use their best judgment. Your safety is our chief concern during these times. For class make-up information, please refer to the *Missed Classes Policy*.

Privacy Policy

The privacy of your personal information is very important to Lisa Renee's Dance and Enrichment Studios. We will not sell, rent or trade your personal information to any third party. We will take special care to protect the privacy and security of your information.

This policy explains our information practices and the way that the Studios collect and use your information. This *Privacy Policy* covers the information you provide to us offline and at the Studios' website.

HOW DOES the Studios COLLECT AND USE MY INFORMATION?

When you register for classes at Lisa Renee's Dance and Enrichment Studios, we collect contact information such as parent/guardian names, addresses, phone numbers, emergency contacts, e-mail address and student information such as student names, birthdays, medical conditions, and your comments. Some of the information is required. This information is needed to manage studio business and will not be used or sold for any other purpose, except as described below. Some of the information is optional (NOT marked with a red asterisk). Optional information is requested to help us better understand our customers and is used only as needed for studio business. This information will not be used or sold for any other purposes, except as described below.

WHO HAS ACCESS TO MY INFORMATION?

When you register, you are required to enter an e-mail address and a password. The combination of that e-mail account and password is used to ensure that only you have access to, and only you have the ability to modify, your personal information through our website. The Studios' office personnel have access to your personal information only to manage the Studio business.

A Photo/Video Release Agreement form will be presented to every student before enrolling in any lessons or participating in any trial classes. Permission for Photo/Video release is optional.

The Studios will access your personal information and/or share it with third parties only for the following purposes: (i) as needed for studio business; (ii) if required to do so by law or to comply with the legal process; or (iii) to protect the rights, property, or personal safety of the public.

If you have any questions about our Privacy Policy or if you wish to update or remove any of your personal information, please contact the office (admin@LisaReneesDanceStudios.com) or (330 562-1400).